

**MEMORANDUM FOR:** Executive Director-Comptroller  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology

**SUBJECT :** Inventory of Microform Systems and Equipment

1. The volume of Agency records continues to create a storage problem. Last year's purge resulted in a net gain of only 4,000 cubic feet of storage space. Alternatives other than purging and new construction must be found, and I propose to determine the feasibility of converting large volumes of record material to some type of microform.

2. Several microfilm operations already exist in the Agency, each with its own unique equipment to serve individual requirements of particular components. Several other components have started studies leading to the adoption of their own microform systems. The information processing technology now relates computer and microform systems. Information storage and retrieval systems of the future will require compatible data, equipment, and procedures. If materials stored at the records center are to be converted to microform, it will be necessary that they be retrievable in a form that can be used by the components which have stored them in the first place.

3. To provide for the future I propose first to review the systems and equipment now on hand. We can then evaluate our capabilities and determine a basis for the Agency's overall approach to the use of microforms. In order to identify the resources available, I have requested the Director of Logistics to conduct an inventory of the existing microform systems and equipment by organizational component and location. Your cooperation and assistance are requested to enable him to quickly acquire this information from each of your components.

R. L. Bannerman  
Deputy Director  
for Support

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29 OCT 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inventory of Microform Systems and Equipment

REFERENCE : Memo dtd 22 Oct 69 to D/L fr DD/S, same subject

1. This memorandum is for information only.
2. The Office of Logistics is prepared to conduct the inventory survey of microform systems and equipment as outlined in the attachment to the referent memorandum. Most of the data required in Section One - Equipment Inventory - can be obtained from our property records. Information such as lens capability and hours per week used will, of course, have to be supplied by using components.
3. By use of a questionnaire, we propose to solicit from the using components the information required for Section Two - Microform Applications. Concurrently, we will furnish the using units the equipment inventory data extracted from the property records and request verification.
4. The Chief, Support Services Staff, has advised us that the inventory of microform systems and equipment should be limited to the Headquarters area at this time. The domestic and foreign field inventory can be taken up after we see the results of the local inventory. Your notification of the Directorates of the Office of Logistics responsibility as it pertains to this survey will materially assist us in finalizing the results. We will establish a target date of 1 December 1969 for completion of this report.

Signed: George E. Meloon

George E. Meloon  
Director of Logistics

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CONFIDENTIAL

DD/S 69-4792

22 OCT 1969


MEMORANDUM FOR: Director of Logistics

SUBJECT : Inventory of Microform Systems and Equipment

1. In connection with our Records Management Program we are eventually seeking a system of uniformity and compatibility in microform records and related equipment for the Agency. While cost is obviously a factor the number of records that can be reduced to microform will greatly relieve our records storage problem.

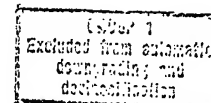
2. It is necessary that we have an inventory of the microform systems and equipment employed in the Agency as a starting point. It is felt that the Office of Logistics was the best suited to conduct such a survey and attached is a proposed memorandum requesting that such a survey be conducted. It is rather detailed and I am concerned as to the amount of work this will require of you to obtain this information. Please advise whether you can readily conduct this inventory survey or whether it poses an unacceptable burden on your office. If the latter, what factors of the survey can readily be conducted eliminating some of the stated requirements in this proposal?

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R. L. Bannerman  
Deputy Director  
for Support

Att: Proposed memo for D/L fr DD/S,  
subj: Inventory of Microform  
Systems and Equipment

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